

<b>Job Title:</b> Communications & Writing Coordinator	<b>Department:</b> Communications
<b>Job Reports to:</b> Director of Communications	<b>FLSA Status:</b> Exempt-Full Time - Temporary <b>Collective Bargaining Unit:</b> Ineligible
<b>Pay Range:</b> \$25.00 per hour	<b>Location:</b> Baltimore, MD (Remote)

**SIX MONTH TEMPORARY HOURLY EMPLOYMENT OPPORTUNITY**

**November 1, 2021 - April 30, 2021**

**THE ROLE**

**About the Position:**

The American Civil Liberties Union of Maryland /ACLU Foundation of Maryland seeks a talented writer, persuasive communicator, and an experienced public relations or narrative storytelling professional to develop and support grassroots-level initiatives that support communications team goals of the organization as they relate directly towards advancing the ACLU’s broad and ambitious civil rights and civil liberties agenda, as outlined in its strategic plan.

This is a full-time position expected to include six months of employment. The position is based in Baltimore and is currently remote.

The ideal candidate will work closely with the organization’s legal, engagement, and policy staff to affect change throughout Maryland through execution of coordinated written communications plans and projects. The Communications & Writing Coordinator works closely with the communications team to develop written communications content and to support media relations work.

**Essential Functions, Duties, and Responsibilities:**

The information provided below encompasses the essential functions and capabilities linked with this position:

- ✓ Write and edit blogs, op eds, press releases, guest columns, emails for ACLU’s CAN program, and other written materials.
- ✓ Creatively generate ideas for communications and written content and execute written content production.
- ✓ Research background for communications content and develop short-term research in support of written communications content.
- ✓ Act as a liaison for the organization’s strategic priorities for the communications team and stays knowledgeable on the local political landscape and related issues.
- ✓ Work collaboratively in a team environment to create plans for how ACLU can advance race equity in communications content.
- ✓ Support and help implement a communications program that advances the organization’s strategic goals.
- ✓ Write, proofread, and edit blogs, op eds, press releases, guest columns, CAN program emails, social posts for blog, email content, and other written materials.
- ✓ Conduct interviews for writing projects.

- ✓ Research written content trends, language development, and statistics to support effectiveness of ACLU messaging.
- ✓ Prepare clients, community members, and coworkers for interviews with press, including writing talking points.
- ✓ Assist with media relations work, including preparing staff, clients, and supporters for press interviews, communicating with reporters, adding reporters to press database, and preparing and sending press materials.
- ✓ Develop messaging that disrupts white supremacy.
- ✓ Build capacity for and help implement communications trainings and assistance to ACLU staff, partners, and allies.
- ✓ Ghost write for staff members and community partners.
- ✓ Assist to ensure consistency in line with National and Maryland's messaging style guides. Write and update Spanish messaging style guide.
- ✓ Participate on committees as deemed necessary for work-related tasks and in optional organizational commitments as desired.

### **Management and Supervisory Responsibilities:**

This position is designated as a non-management position and does not encompass supervisory responsibility. The position may function as a team leader, monitor interns and volunteer work assignments as directed by their immediate supervisor for:

- ✓ Community volunteers
- ✓ Interns

### **Position Qualifications:**

#### Minimum-Entry Requirements

- ✓ Demonstrated personal commitment to advancing the ACLU's values, mission, goals and programs, with an understanding of the range of civil rights and civil liberties issues and their implications through previous experiences.
- ✓ Demonstrated commitment to racial equity, dismantling white supremacy, and incorporating a structural power analysis into the work. Must have knowledge and understanding of how power is manifested in matters of race, ethnicity, age, gender, sexual orientation, gender identity, gender expression, religion, ability and socio-economic circumstances.
- ✓ High School Diploma or equivalent.
- ✓ A minimum of 1 to 3 years' experience in a similar position or equivalent combination of education and experience. *(Relevant experience/education will substitute for required experience/education at a rate of one-year relevant experience/education per one year of required experience/education.)*
- ✓ Working knowledge of office-related software including Apple and Microsoft office products and any industry-specific technology.
- ✓ Must have a reliable source of transportation.
- ✓ Demonstrated understanding and knowledge of and commitment to civil liberties, civil rights, and the ACLU of Maryland's mission.
- ✓ Experience working in a non-profit, advocacy, or political organization.
- ✓ Ability to think strategically and conceptually with a self-awareness to dismantle your biases in order to approach solutions using a race equity lens.
- ✓ Excellent written and oral communication skills; ability to use professional judgment and practice patience.
- ✓ Demonstrated ability to work respectfully and effectively with diverse coalitions and community groups.
- ✓ Willingness to take direction from people who are directly impacted and to contribute legal knowledge and expertise in support of community-based initiatives with the purpose of empowering community members and making the law accessible and useful to communities that are marginalized.

- ✓ Familiarity with Maryland communities, state, and local government racial equity and social injustice issues that impact our stakeholders.
- ✓ Ability to handle and prioritize multiple activities and responsibilities with deliberate time management skills and the ability to work under pressure.
- ✓ Recognize and define problems, collect data, establish facts, and draw valid conclusions in the context of a variety of situations with multiple variables, both predictable and unpredictable.
- ✓ Demonstrate initiative, including pro-actively identifying and addressing issues and making recommendations.
- ✓ Superb organizational skills; detail-oriented with strong follow through to complete assignments.
- ✓ Work independently with supervisor support as part of a team; ability to collaborate with others.
- ✓ Maintain advanced working knowledge of office-related software, including Apple and Microsoft office products and any industry-specific technology. Training offered, if needed, on Apple programs.
- ✓ Ability to occasionally travel locally.
- ✓ Ability to occasionally work days, evenings, and nights as needed.
- ✓ Ability to work long hours and evenings during certain key campaigns.

### Bonus Considerations

- ✓ Bachelor's Degree or equivalent post-Secondary credentials acceptable.
- ✓ Experience with legislative processes in Maryland; experience with advocacy and policy change tools; awareness of the political landscape.
- ✓ Database software and internet research skills.

### THE TOTAL REWARDS

**Compensation and Benefits:** Salary is commensurate with experience (\$25.00 per hour). Excellent benefits include three weeks paid vacation at the time of hire (increasing to four weeks after four years); 13 paid office holidays; 12 paid sick days, telework and flex-time, generous medical insurance including two health, dental, and vision insurance options for staff members, their dependents and spouse/domestic partner; flexible spending accounts; employee assistance plan; six weeks of paid medical leave, life and accidental death and dismemberment insurance, short-term disability, and long-term disability insurance; and 401(k) defined contribution retirement plan with employer match, free on-site parking, additional commuter benefits with access to commuter rail station. Direct exposure to cutting-edge civil liberties and civil rights work. This position is not in the collective bargaining unit represented by OPEIU Local 2 and is exempt from the overtime provisions of the Fair Labor Standards Act (if converted to full-time permanent status).

### THE APPLICATION

#### **Deadline/Start Date:**

The position will remain open until filled. Interviews will be scheduled on a rolling basis.

#### **To Apply:**

Please submit a cover letter, resume, three professional references, and a short (no longer than 5 pages) writing sample at this website: [\(Insert Link\)](#) **We discourage applicants from applying through third-party websites. Early applications are strongly encouraged. It will not be possible for us to respond to telephone or email inquiries. Resumes or applications sent via other avenues will not be considered.**

### THE ORGANIZATION

#### **About the ACLU of Maryland:**

The ACLU of Maryland is an equal opportunity employer. We value a diverse workforce and an inclusive culture that



## CAREER ANNOUNCEMENT

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promotes equity. We encourage applications from all qualified individuals without regard to race, color, gender, sexual orientation or preference, gender identity and expression, age, national origin, marital status, citizenship, disability, veteran status, record of arrest or conviction, or any other characteristic protected by applicable law.

The ACLU of Maryland makes every effort to assure that its recruitment, selection, hiring and employment practices provide all qualified persons, including persons with disabilities, with full opportunities for employment in all positions. The ACLU of Maryland is committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need assistance applying online, please email human resources at [HR@aclu-md.org](mailto:HR@aclu-md.org). If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

The ACLU of Maryland is a non-partisan, non-profit racial justice, social and public interest organization that works in the courts, legislature, and in support of communities to affect structural change. We exist to empower Marylanders to exercise their rights so that the law values and uplifts their humanity. Our vision is a Maryland where people are united in affirming and exercising their rights in order to address inequities and fulfill the country's unrealized promise of justice and freedom for all. We are committed to centering race equity in our work, internally and externally, in order to better support and be accountable to Black, Indigenous, and Communities of Color, whose civil rights and civil liberties are systematically threatened by white supremacy. ACLU-MD is an affiliate of the national ACLU.

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